

Meeting of the
Robbins Library Board of Trustees
February 13, 2018

Minutes

Call to Order

Chairman Adam Delmolino called the meeting to order at 7:30. Attending were trustees Heather Calvin, Kathy Fennelly, Jonathan Gates, and Joyce Radochia. Also attending were the library director, Andrea Nicolay, and the Finance Committee representative Mary Margaret Franclemont. Trustees Amy Hampe and Lois Rho were absent.

FY19 Budget Presentation to Finance Committee Member Mary Margaret Franclemont

After thanking Ms. Franclemont for attending this evening's meeting, Ms. Nicolay reviewed both the current status and budget requests for FY2019. At the beginning of her presentation, Ms. Nicolay expressed gratitude for municipal funding for Saturday summer hours at Robbins and for the financial support of both the town and the Friends of Fox Library for Saturday hours at Fox. She also gratefully acknowledged municipal funding for Sunday and Summer Saturday hours at Robbins, a part-time technology librarian, and a dedicated teen services librarian.

Ms. Nicolay explained the present need for a full-time adult services librarian and additional hours for a part-time technology librarian. Expanded hours---Thursday mornings and weekends, including summer---are high on the list for the future, but the full-time adult services librarian is the highest priority now.

When comparing Arlington library data with those of the twelve communities used by the town manager, she pointed out that Arlington's staffing levels are fourth from the bottom. Compiled using Massachusetts Board of Library Commissioners data, this report compares the twelve communities based on the number of FTE (full-time-equivalent) library staff with Masters degrees in library science per 1,000 population. This is a significant deficit considering that Arlington libraries' total circulation per FTE exceeds all of our peers except one, Lexington. At the same time, Arlington has shown the highest growth of circulation (2011 -2016) relative to our peer libraries, due to the expanded use of E-content, as well as the highest total circulation (per FTE) of our peers.

As the duties of the Adult Services Librarian increase, so, too, does the need for a full time staff person. Increasing responsibilities are due to a variety of issues: expanded collections; more programs requiring staff leadership, such as Arlington Reads Together; and partnership with assorted community groups. Services for

adults and teens have changed the most over the past two decades, with more expected of Adult Services staff than ever before.

Ms. Nicolay went on to provide an overview of the FY19-FY23 capital requests which include an overhaul of the Robbins Library elevator, an HVAC upgrade, new front doors at Robbins in the near term, and an elevator for the Fox Library in the long term.

Citing a 2009 Mass Board of Library Commissioners publication, *The Impact of Library Construction on The Use of Libraries in Massachusetts*, Ms. Nicolay said that we must be aware when forecasting future needs, of the impact of the Reimagining Our Libraries project.

With respect to the ROL project, Ms. Franclemont asked about the existence or extent of public input at this stage. Ms. Nicolay said that two public meetings were held last spring with Ann Beha, the architectural firm, one at Fox and the other at Robbins, as well as an online survey, and that suggestions arising from those meetings and survey have been integrated into the plan.

Ms. Franclemont asked about the status of the RFID project, and the director said that the tagging of library materials should be completed by this summer.

The trustees and the director thanked Ms. Franclemont, and also her Finance Committee colleagues for their interest in and support of the library.

Approval of Minutes

Trustees read the minutes of the January 9, 2018 meeting. Ms. Fennelly moved approval of the minutes as read. Mr. Gates seconded the motion. The board approved the minutes. Ms. Calvin abstained from voting due to her absence from the January meeting.

Community Time

No members of the public were present.

Reimagining Our Libraries Payment

The architectural firm, Ann Beha Architects, has met all requirements for second payment.

Reimagining Our Libraries Design Presentation Plan

The director and the trustees agreed that timing of public meetings and also of meetings with appropriate town boards and officials, is important. The town manager, Adam Chapdelaine, recommended meeting with the Permanent Town Building Committee before sharing the plan with the public, but before that meeting Mr. Chapdelaine would like to meet with Ms. Nicolay and the trustee representatives from the Working Group, Adam Delmolino and Heather Calvin.

Ms. Nicolay plans to meet with Representative Sean Garballey, Rep. Dave Rogers, and Cindy Friedman, State Senator, during this year's Library Legislative Day and will use the opportunity to raise awareness of the ROL project. Invitations to the public ROL design presentation(s) are also recommended.

The director and the trustees discussed ways to keep the ROL process as open and accessible as possible. Providing the community with as much information as possible is vitally important. Mr. Gates suggesting posting minutes from the public meetings or perhaps a summary from the ROL Working Group. Ms. Nicolay will draft a summary of the process and a report on the ultimate recommendations, tied in with public feedback provided by the survey and the public meetings. Also suggested for posting were the Ann Beha Architects notes from the public meetings.

Ms. Nicolay will be prepared at Annual Town Meeting to answer questions about the project.

The board asked Ms. Nicolay if a member of the Massachusetts Board of Library Commissioners could come to a meeting to speak about grant rounds. Foundation board members may be encouraged to attend that meeting as well.

Circulating Art Prints Coordinator Job Description/Vacancy

The staff person who formerly assumed responsibility for the circulating art prints, both acquisition and care, has retired, but there is a good candidate for the job. The board discussed publicizing novel uses for these prints to spark increased interest in the collection.

Winfield Robbins Art Prints Working Group Update

As confirmed by Nancy Gentile, our consultant for the Winfield Robbins Art Prints, the Childs Gallery appraiser plans to attend the April 10 meeting of the board. Doug Heim, Town Counsel, is hoping to be able to attend as well.

Director's Report

Ms. Nicolay discussed with the board highlights of the January Director's Report. Regarding recent episodes of vandalism in the teen area, Ms. Nicolay said the teen services librarian is working to address the problem. Also, steps will be taken to deal with security issues such as the one experienced recently at Fox.

Ms. Nicolay was proud to report that the Arlington Cultural District received a grant. The ACD is one of several groups that fall under the umbrella of the Arlington Commission for Arts and Culture.

The Adult Services Librarian position was posted again, and it attracted a good pool of applicants.

Ms. Nicolay said that the patron conduct policy will be posted in highly visible location as a service to patrons and staff.

Foundation Liaison Update

Ms. Fennelly said that the most recent total for this year's solicitation is \$77,000. The Foundation is actively recruiting for both regular board and advisory board positions. Advisory board members have specific skill sets that they offer the Foundation, but they do not have to go to all the meetings.

Friends Liaison Update

Ms. Radochia had no report on the February Friends of the Robbins Library meeting, as she was unable to attend, so Ms. Nicolay provided the update.

The Friends are excited about vintage magazine giveaways (Robbins surplus) in conjunction with Ecofest, which takes place on Saturday, March 24. Ms. Nicolay said that a volunteer advisor to the group is giving advice on increasing membership. Ms. Nicolay said that three officers' terms are up, and in accordance with the Friends' bylaws, must step down. As Sally Naish has served three consecutive terms as chair Ms. Nicolay would like to do something to thank her for her excellent service. The assistant treasurer, Tim Wilson, and the secretary, Betsy Singer, will also be stepping down.

Mr. Delmolino reported on the meeting of the Friends of Fox. Eight members of the Fox board attended. The Friends are planning a family game night and will be getting the piano tuned for open microphone night. The branch librarian, Anna Litten described the busy times at Fox, with Wednesday night being one of the busiest times of week. Board members discussed their (and the public's) continuing enthusiasm for Saturday hours, proposed designs for Fox, and the upcoming Community Read (Arlington Reads Together), jointly sponsored by the Friends of Fox Library and the Friends of the Robbins Library.

Communications

Andrea has a request from a local author, Lucille Burt, former head of the English department at Arlington High School, who wants to sell books at her event. The trustees agreed that the board usually gives permission for authors to sell their books.

Unanticipated Items

There were no unanticipated items.

Date of Next Meeting: March 13, 2018

In addition to the next regular meeting of the board, a special trustees' meeting will take place on Monday, February 26, in the Community Room at 7:30 p.m. The architects will be presenting their design schematics. In addition to the trustees,

members of the Working Group and chairs of the Friends' groups and the Foundation will be attending.

Adjournment

Ms. Fennelly moved to adjourn the meeting at 9:08. The board approved unanimously.

Respectfully Submitted,

Joyce H. Radochia
Secretary Pro. Tem.

Materials Distributed:

- Agenda
- Minutes of the January 9, 2018 meeting
- Library Director Report for January 2018
- Circulating Art Prints Collection Coordinator Job Description
- Reimagining Our Libraries Design Presentation Plan (Draft) February 13, 2018